

## Your CVs

When your profile and content is to your liking, you can generate CVs using that information.

Always click [Save](#) or [Create](#) or [Update](#) where you see them before you close a window or section, or your changes will not be saved.

### Contents

View/edit your saved CVs.....	1
Create a new private CV.....	2
Editing the layout.....	2
Profile information and adding sections.....	2
Custom text.....	3
Saving and exporting.....	3
Create a new public CV.....	3
Create a new Europass CV.....	3

### View/edit your saved CVs

- From your personal user overview screen, click on Curricula vitae, next to your profile photo. The number of CVs you have saved will also be displayed in brackets.




## Staff Test

[➤ My public profile](#)

[CV Curricula vitae \(1\)](#)


- Select the CV you wish to view/edit.

## Create a new private CV






Select , then Curriculum Vitae, and then choose this template.

- You can save several private CVs – for example if you have several funders each with different requirements, or you need different CVs for internal purposes. Simply give each CV a name before you save it.
- Once you select the template, you will be given the option to select which content you wish to use to populate the CV.
- If you change your mind later, you can add/remove sections from the generated CV.
- After you have selected your content sections your CV will appear.

### Editing the layout

Note the line of icons to the left of each one in the editor window. These let you amend the layout of your CV: 

Dynamic list

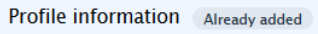
-   let you move the section up or down one section at a time.
-  lets you drag the section to a new location on the page.
-  deletes the section.
-  gives you options to edit how the section appears, which varies depending on the section in question.
- **Dynamic list** below those icons means new or changed content automatically updates that section in the CV e.g. as you add new outputs to Pure, they appear in your saved CV.
- Alternatively, **Static list** means new or changed content does **not** automatically update the section in the CV. Pure will inform you when content is available to add to it.

### Profile information and adding sections

One thing to note is that you will see Research interests when you create a new CV but not Teaching, Enterprise or Biography. To add the missing sections:

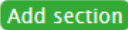
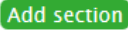
- Hover below or above an existing section until you see



- Select  from the list of sections.
- Select the relevant profile information type from the drop-down menu.

### Custom text


You can add custom text as required. For example, you cannot edit your research interests within the CV editor so, if you need your CV to show different text to that which is on your profile:

1. Click  and select *Heading* to create a custom section title (e.g. *Research interests*),
2. Click  again and select *Text section* to add custom text as required.
3. Delete the section you want this to replace.

### Saving and exporting

Once you are happy with your CV, remember to save it if you want to re-use this layout without having to start over. You can also export it to PDF or Word.

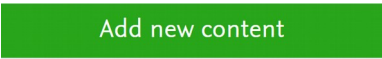
## Create a new public CV

Select , then Curriculum Vitae, and then choose this template.

You can save only one public CV at a time.


Follow the same process as Private CV but tick *Publish* at the foot of the page before you save to make this CV accessible to anyone who visits your portal profile.

## Create a new Europass CV

Select , then Curriculum Vitae, and then choose this template.

You can save several CVs in Pure using this template.

The template allows you to begin building a CV with your Pure content to meet the specific requirements of Europass.

Once you have prepared your content in the Pure template, click  and you will be taken to Europass' own online editor which now contains the information you have imported from Pure. You can now edit, publish or export the final document in Europass.

*Guide updated 05/04/19*